

Tiverton Library Services Building Committee
MEETING MINUTES

12 May 2010
7 PM, TivertonTown Hall

FINAL

Present:	Mark Rapp, Eileen Browning, Ann Grealish-Rust, Lee Hoyer, Dick Bixby, Barbara Donnelly, Leroy Kendricks,
Absent:	Don Wilbur, Ginny Eagan, Bill Anderson, Kathy Ryan, Kerry Kennedy
Guest:	Alice Vermette

DPA Presentation

- Doug Kallfelz of DPA made a presentation to the Building Committee and the Trustees. Doug explained the changes to the building plans.
 - ⇒ DPA, working with Ann, Dick and Karen Mellor, have reduced the building program by 4,392 SF to 24,496 SF.
 - ⇒ Some adjacencies have be revised to improve the flow and organization
 - ⇒ Ann and Dick both agreed that the reduced building area is more closely in line with Tiverton population.
- Motion to accept revised building program and schematic plan diagram made by Dick Bixby, second by Leroy Kendricks. Committee approve unanimously
- Committee discussed what additional issues DPA should address to help reduce the building costs. Dick will present the following to DPA for considerations
 - ⇒ Delete the eyebrow windows to the north
 - ⇒ The clock tower shall be an alternate add cost
 - ⇒ Look at material changes that do not reduce quality but could help in cost savings
- Motion to send this list to DPA was made by Leroy, second by Eileen. Committee approve unanimously

April Minutes

- Meeting minutes of 14 April 2010 were presented and amended. Motion to approve as corrected by Eileen Browning and second by Dick Bixby; committee voted to accept, Leroy abstained.

Treasurer's Report

- Motion to accept treasurer's reports of March 30, 2010 and May 9, 2010 was made by Eileen, second by Leroy. Committee approve unanimously

Grant writing

- Eileen presented a letter from the RI Historical Preservation & Heritage Commission stating that they have no objection to the proposed library.
- Newport County Grant – there was an interview with the Trustees which went well. We should know shortly
- National Endowment for the Humanities – matching monies are available, after bond is approved. A one for three match. Library must demonstrate development and support of the humanities.
- RI Foundation – development grant is available for capital campaign costs, we should know shortly.

DPA Report

- Dick presented an invoice from DPA for \$2,600, which is a partial payment of the \$5,000 additional redesign charge. Dick made a motion to recommend payment, second by Leroy, committee voted to approve and send to the Trustees for payment.
- Mark asked if during the redesign process, committee members could communicate with each other and offer feedback to Dick, Ann and DPA via e-mail. After discussion it was agreed that we could work in that manner as long as we (the Building Committee) do not vote on any issues.
- Dick presented a revised design Scope and Fee estimate breakdown from DPA for the additional work. The Phase One Programming for \$5,000 was previously agreed upon. The remaining costs for Phase Two - Pricing and Phase Three – Renderings, will be reviewed as we move forward.

Marketing and Communications

- Lee summarized the interview process for the two firms, and from that the subcommittee recommends O'Toole & Parr. The committee reviewed their proposal and fees. A motion to recommend O'Toole and & Parr to the trustees was made by Mark Rapp, second by Dick. Committee approve unanimously

Metrics

- Budget - Lee has proposed a Building Committee budget which identifies all costs and income for the library project. It will be reviewed and updated each month. He asked for input from committee members as to all items which should be included in the spreadsheet.
- Timeline – Lee also proposed setting up a project timeline with critical dates and deadlines so that the Committee and Trustees are aware of the project progress and goals. He will work with Leroy and Ann to get inexpensive project management software to help with the timeline.

Library Reports

- Trustees – Barbara said that the trustees would sign the contract with O'Toole and Parr
- Foundation/Fiscal – Dan Barry will continue with the silent phase of the fundraising.
- Friends – Alice Vermette said that the transfer of funds from the Friends to the Foundation will be completed shortly. She also mentioned that the friends raised over \$2,000 for the flood relief at the Essex.

Meeting

- The next meeting of the TLSBC shall be on Wednesday, 9 June 2010, 7 PM at Essex.
- Motion to adjourn by Leroy, second by Dick. Committee approve unanimously.

END OF MINUTES